




TIM RUSSELL  
Commissioner

# State of Alabama Department of Revenue

(www.revenue.alabama.gov)  
50 North Ripley Street  
Montgomery, Alabama 36132  
**July 18, 2008**

CYNTHIA UNDERWOOD  
Assistant Commissioner  
LEWIS A. EASTERLY  
Secretary

**TO:** All Designated Agents

**FROM:** Mike Gamble, Vehicle Services Manager   
Motor Vehicle Division

**SUBJECT:** Final Notice - Electronic Title Application Processing System (ETAPS)

**Effective October 1, 2008, all designated agents must use ETAPS to process title applications.**  
**Note that each designated agent is required to attend a training class conducted by the ADOR, if they have not already done so, before they can process title applications using ETAPS.**

Training classes will continue to take place in Montgomery at the Gordon Persons Building and additional classes have been scheduled in various locations by the automobile and financial associations in conjunction with the ADOR. A schedule of classes and locations can be found on the reverse side of this letter.

**All County License Plate Issuing Officials are being advised that, effective October 1, 2008, the owner's permit copy of a title application must have been generated through ETAPS in order to register the vehicle.** The owner's permit copy of a non-ETAPS title application will only be acceptable to register a vehicle if the application was completed prior to October 1, 2008.

Please feel free to contact this office at the following email address if you have any questions:  
[etaps@revenue.alabama.gov](mailto:etaps@revenue.alabama.gov).

**C:** Alabama County License Plate Issuing Officials

## **ETAPS Training Schedule**

The Motor Vehicle Division has reserved the following dates listed below to provide ETAPS training to designated agents.

### **Please note the following:**

- Designated agents are required to attend one three (3) hour session to become certified for ETAPS.
- Each designated agent must bring the following information to the training session:
  - Designated Agent Number
  - Sales/Rental Tax Number
  - Financial Institution Account number
  - Financial Institution Routing number
  - Financial Institution Account Type (Checking/Saving)
  - Account Classification (Commercial/Consumer)
- Each class will be held at the Alabama Department of Revenue, Gordon Persons Building, Auditorium, 50 North Ripley Street, Montgomery, AL 36104.

**Registration will begin thirty (30) minutes prior to each training session. Reservations are not required for classes held at the Alabama Department of Revenue.**

#### **July 29, 2008 – Auditorium (Plaza Level)**

9:00 a.m. – 12:00 p.m.

#### **August 5, 2008 – Auditorium (Plaza Level)**

9:00 a.m. – 12:00 p.m.

#### **August 12, 2008 – Auditorium (Plaza Level)**

9:00 a.m. – 12:00 p.m.

#### **August 19, 2008 – Auditorium (Plaza Level)**

9:00 a.m. – 12:00 p.m.

#### **August 26, 2008 – Auditorium (Plaza Level)**

9:00 a.m. – 12:00 p.m.

### **Driving Directions:**

**From Tuscaloosa** – Take I-20 E/I-59 N toward Birmingham. Merge onto I-459 via EXIT 106. Then take I-65 S to Montgomery via EXIT 15, and take EXIT 172 – toward downtown.

**From Birmingham** – Take I-65 S to Montgomery and take EXIT 172 – toward downtown.

**From Mobile** – Take I-65 N toward Montgomery. Merge onto I-85N towards Atlanta and take the Court St EXIT 1.

**From Auburn** – Take I-85 S towards Montgomery and take Union St. EXIT 1.

**Additional ETAPS classes and locations can be obtained by contacting the following:**

**Alabama Independent Automobile Dealers Association – [www.alabamaiada.com](http://www.alabamaiada.com)**

**Automobile Dealers Association of Alabama – 334-271-4625**